[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Manager's Name]
[Title]
[Company Name]
[Company Address]

Dear [Manager's Name],

I am writing to formally accept the offer for the permanent position of [New Job Title] at [Company Name]. I would like to thank you for this promotion and for the opportunity to transition from my contract role to a full-time member of the team.

As per the offer letter dated [Date of Offer], I understand and agree to the new terms of employment, including the revised salary of [Salary Amount], the benefits package, and my official start date of [Start Date].

I have enjoyed my time as a contractor and am excited to take on the increased responsibilities associated with this permanent role. I look forward to continuing my work with the team and contributing to the company's long-term success.

Please let me know if there is any further documentation or information required to finalize this transition.

Sincerely,

[Your Signature]

[Your Printed Name]